



Policy Title:	Student Travel
Policy Number:	STUD-333
March 2023	September 2023
Policies Superseded:	ACAD-129
Policy Management Area(s):	Academic Affairs, Student Affairs

SUMMARY:

This document sets forth the Coastal Carolina University Policy for student travel.

POLICY:

I. DEFINITIONS

- A. Guest - any individual not in a faculty, staff, or student role at the University. Guest travel includes CCU academic or co-curricular travel with students by individuals other than CCU employees or students, including but not limited to volunteers, visiting colleagues, VIPs, teachers, community members, and non-CCU students.
- B. Research - research includes exploratory and investigative trips that may not be associated with an active course or sponsored program/grant, or they may only be associated with a sponsored program/grant but not a course.
- C. Student - any individual who has been admitted through domestic or international undergraduate or graduate admissions processes and is currently enrolled at Coastal Carolina University in degree-seeking or non-degree-seeking status, regardless of number of credits of enrollment.
- D. University Travel – is defined as in [FAST-201 Travel – Authorizations, Expenditures and Reimbursement](#).

II. PROPER TRAVEL APPROVAL

All students traveling on university activities, academic or co-curricular, who are using university expenditures or processing support through any university account for any part of the respective travel must have a properly executed Travel

Authorization as proscribed by [FAST 201 Travel – Authorization, Expenditure and Reimbursement](#). Students must be listed on the respective travel authorization as participating in the respective activity.

III. STUDENT TRAVEL TO ACADEMIC FUNCTIONS

- A. Student travel to academic functions includes any required or optional activities off campus associated with a course or academic program, project, research (including scholarly research and, creative works), or sponsored program/grant.
- B. Anticipated student travel, whether required or optional, associated with a university course must be listed in the course syllabus along with an informational waiver that indicates that the university will provide transportation to those required off-campus events, except in the cases of internships and other similar research/practicum or engagement experiences in which case the syllabus must indicate that the students are responsible for organizing their own transportation. If university transportation is provided, students who choose to travel using their own or other means of transportation, are fully responsible for all associated issues or expenses. Consent to participate in activities listed on the syllabus is implicit for students who are enrolled in the course. Students with health or safety concerns for any course-related travel can request alternative arrangements from their instructor. -
- C. Participation in travel by CCU students who are not enrolled in a specific-course may be approved by the instructor to travel with the group if such participation is deemed to be in line with the university's educational mission to provide engaged learning opportunities to students more broadly. In such cases, the students must submit a travel liability waiver prior to the start of travel to the organizing faculty or staff member.
- D. All student participants in student travel to academic functions must be in active student status with the University at the time of the respective travel. Active student status is demonstrated by one of the following: (1) Enrollment in a CCU course at the time of travel; (2) Enrollment in the previous semester/session and pre-registration in the subsequent semester/session for travel during interim periods between academic sessions; or (3) Enrollment in any summer or Maymester session for travel during the summer.
 - 1. Students who have graduated are not in active student status.
 - 2. Student participants in international travel programs sponsored by the University must be enrolled in a University course during the time of travel.
- E. Students who travel internationally are required to complete all approvals and enrollment in courses as described in UNIV-301 International Travel.

- F. Approval for individuals to participate in student travel to academic functions may be subject to additional qualifiers, such as review of student conduct, academic performance at a certain level, and/or established membership in specific organizations, completion of international travel request and approval, among others.

IV. STUDENT TRAVEL TO CO-CURRICULAR ACTIVITIES

- A. Student travel for co-curricular activities includes any voluntary travel off campus to participate in approved co-curricular activities sponsored by the university.
- B. Student travel for co-curricular activities must be sponsored by a university department or division or by a University-recognized student club or organization.

V. SUPERVISION, AUTHORIZATION AND FUNDING

A. Supervision

1. All undergraduate student travel to academic functions must be supervised by a full-time permanent faculty or staff member, who serves as Travel Sponsor. The Travel Sponsor will either accompany the student travelers to provide support/instruction/supervision to the travelers and their travel purpose or will not travel with the student travelers but will be available to support the program in the event of an emergent issue.
2. Departments and divisions overseeing respective student travel (e.g., academic colleges for student academic travel, Student Affairs for student organization travel, Center for Global Engagement for international student travel, athletics for campus recreation travel, etc.) will follow processes to support clear authority and supervision and have that information available in the event of intervention or on-site support is needed in the event the sponsoring faculty/staff member is not traveling with the group. Details and further information is available on the University Travel webpage at: <https://www.coastal.edu/financialservices/ap/inside/travel/>.

B. Approval for Travel

1. All student travel for academic functions or co-curricular activities, whether funded or unfunded, must be approved before departure and follow all travel, expenditure, and reimbursement procedures, including but not limited to FAST-201 Travel – Authorization, Expenditures and Reimbursements, FAST 205 Cash Receipts, UNIV 301 International Travel, and UNIV-412 Protection of Minors.
2. Approval for individuals to participate in student travel may be subject to additional qualifiers, such as review of student conduct, student status (graduate, undergraduate, degree-seeking, etc.), academic performance at a certain level, and/or established membership in specific organizations, among

others.

C. Funding

Records for any student receiving funding directly (either paid as reimbursement, paid directly, or put into cash advance for travel-related expenses to the student, or otherwise directly paid to the student) must be reported to the Office of Financial Aid and Scholarships for review of impact on overall financial aid.

VI. TRANSPORTATION & LIABILITY FOR STUDENT TRAVEL

- A. Faculty and staff are encouraged to use University transportation for undergraduate student travel to academic functions and co-curricular activities when possible. Options available are described in FAST 201 – Travel – Authorizations, Expenditures and Reimbursements.
- B. Students who elect not to use University-sponsored transportation, when available, are liable for organizing their own travel and for any issues or liabilities arising from such arrangements. Students participating must be provided notice of this prior to any travel participation.
- C. Faculty and staff should refrain from transporting students in their personal vehicles, as the faculty or staff member accepts personal liability for accidents and injuries in doing so.
- D. Students who leave from an academic or co-curricular activity prior to its conclusion must provide the sponsoring department the appropriate notification to designate their time/date/location of deviation from the program. The student is fully responsible for making arrangements and for any issues and/or liabilities arising from such arrangements.

VII. HEALTH, SAFETY, AND SECURITY ON STUDENT TRAVEL

- A. Coverage for accident, delay, and other insurance is governed by the University's current insurance portfolio which is available through the Compliance and Risk Management Office. Occasionally, additional insurance may be required for student travel, i.e., international travel insurance for student travel abroad, and the costs of any such insurance should be communicated to the student and built into the budget planning and approval process for the noted travel.
- B. Sponsoring departments shall follow processes as designated on the University Travel webpage to support emergency contacts for all student participants in the event of an emergent issue that has the potential to affect the health, safety, or

wellbeing of any CCU participant in domestic or international student travel, or that could damage the reputation of the University.